



**CITY OF KINGMAN**  
COMMUNITY DEVELOPMENT

PARKLET/PEDLET APPLICATION

310 N. 4<sup>th</sup> Street, Kingman, AZ 86401 Ph: (928) 753-8122 Fax: (928) 753-8130

Date: \_\_\_\_\_

**Property Owner Information:**

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Business Owner Information (if not the property owner):**

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Site/Project Location:**

\_\_\_\_\_

Brief description of proposed parklet/pedlet

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fees:**

1. A \$250 permit fee is required.

**Required Documentation:**

1. Simple site plan form
2. Insurance information\*
3. Neighborhood notification
4. Indemnification form
5. Any other supporting documents as requested

I have read the parklet/pedlet guidelines, know the contents thereof, and agree to the conditions of the application if a permit is issued.

**Permittee / Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* see Parklet/Pedlet Design Checklist for specific insurance requirements

## **Parklet/Pedlet Design Checklist**

- Must be designed as a temporary removable structure. No portion of the structure can be attached to the street.
- The parklet/pedlet may need to be temporarily removed for annual or emergency street maintenance. The applicant will be notified prior to street maintenance.
- When the City of Kingman moves forward with a Streetscape Plan, the applicant may need to remove the structure.
- The applicant must maintain the parklet/pedlet so that the structure is safe, clean so the appearance does not deteriorate (ex: no peeling paint, splintering wood, loose boards, unsafe railings, broken pieces, faded or ripped materials, and other items that take away from the original appearance of the parklet/pedlet).
- May not extend beyond the width of the applicant's business frontage
- May not extend into the street more than 6 feet (as measured from the outside of the curb edge). Proposals which extend further may be considered on a case by case basis.
- No portion of the parklet/pedlet shall be taller than 8 feet.
- Parklets shall have a buffer of two (2) feet on all sides to protect it from parking vehicles. Corner parklets, shall have a minimum buffer of 5 feet on the corner street side and is subject for review to ensure adequate site distance.
- Pedlets shall have a two (2) foot buffer along the portion of the structure that is adjacent to the street.
- Wheelstops must be placed at the back of the buffers to prevent people from parking too close to the parklet.
- Reflector posts are required at the outside corners of the buffers.
- The parklet should have a continuous edge along the travel lane such as railings, planters or seat walls. The minimum height should be 30" and the maximum height should be 36" as measured from the street surface.
- Parklets/Pedlets should be designed to allow for drainage and not block any existing drainage. Many parklets/pedlets are designed with pedestals to allow the continuous flow of water to the City's drainage system.
- The height of the deck shall be flush with the City's sidewalk.
- Building materials such as slatted lumber, wood tiles and pavers allow for drainage to run off the parklet/pedlet.
- Shall meet all ADA requirements such as including at least one ADA access point. Seating must be accessible and meet ADA requirements for the turning movement and the resting space of a wheelchair.
- The maximum vertical gap between the curb and parklet platform is ¼". Level changes exceeding ¼" may require ramps.
- The parklet/pedlet should be constructed of high-quality, durable, non-reflective, and aesthetically-pleasing materials.
- All walking surfaces should be non-slip and weather resilient to ensure safety and accessibility.
- When designing a parklet/pedlet near an existing tree, please design it so there is not direct foot traffic through the tree pit.
- Parklets should include seating and landscaping (drought tolerant plants). Landscaping can be placed as a buffer as long as it is able to be easily removed if necessary.
- Lighting is allowed but will be reviewed a part of the permit process. Self-contained low-voltage systems, such as solar or battery- powered lights, are a good choice. Flashing lights and cords that extend over the sidewalk are not allowed.
- Bicycle racks are encouraged to be placed in a safe location
- All parklets must feature signs indicating the space is public. These signs should be mounted to both ends of the parklet and should be visible from the adjacent sidewalk.
- Signs acknowledging sponsorship, logos, or designs that "brand" the parklet must comply with the City sign code.

### **Parklet Pedlet Design Checklist (Continued)**

- Any proposed artwork on the parklet/pedlet should be included as a part of the parklet/pedlet project application.
- Outdoor heating elements may be allowed but must be approved by the City of Kingman Fire Department and Building and Life Safety Division.
- Play equipment may be incorporated into the parklet/pedlet but it must be shown in the proposed site plan as a part of the parklet project application.
- Food/drink establishments are required to have in place all relevant licenses for food and beverage service in parklet/pedlet areas.
- Outdoor food/drink service is allowed during the business/applicants normal operating hours.
- Parklets/pedlets may be installed in front of a driveway if the driveway has been abandoned or no longer provides access to off-street parking space, it shall be cleared and removed before the Parklet/Pedlet is installed.
- Parklets/pedlets may be permitted on streets with speed limits of 25 mph or less.
- Street Slope. Parklets/pedlets are generally permitted on streets with a running slope (grade) of five percent or less. Parklets/pedlets may be permitted on streets with a grade exceeding five percent if the parklet/pedlet design complies with accessibility requirements.
- Parklets/pedlets are not permitted within bus zones.
- Parklets/pedlets may not be constructed over utility access panels, manhole covers, storm drains, or fire hydrant shut off valves.
- Upon written notice by the City, the permittee hereby agrees to remove the encroachment at his own expense; and agrees to restore right-of-way to original condition; and further agrees that if he does not remove the encroachment at his own expense and restore right-of-way to a reasonable condition, a lien will be placed on the property, as required by ordinance.
- If the property is transferred, new property owner information must be provided immediately to the Community Development.

### **\*Insurance Requirements:**

- The permittee hereby agrees to comply with all elements of the City of Kingman Street and Sidewalk Development Rules and Regulations dealing with Encroachment Permits.
- Commercial General Liability in the amount of \$1,000,000 combined single limit per occurrence for bodily injury and property damage. The insurance must be on a per occurrence basis and name the City of Kingman as additional insured. The insurance must be by a company licensed in the State of Arizona with an AMBest rating of A or better. Certificates and endorsements shall be submitted to City of Kingman, Attention Risk Management, 310 N. 4<sup>th</sup> Street, Kingman, AZ 86401 or by email to [riskmanagement@cityofkingman.gov](mailto:riskmanagement@cityofkingman.gov). The City reserves the right to request a copy of the insurance policy. The liability insurance is required to continue in effect for as long the permit is in effect.
- Automobile Liability in the amount of \$1,000,000 combined single limit per accident for bodily injury and property damage during the term of construction.
- Workers Compensation and Employers Liability as required by the State of Arizona in an amount equal to or exceeding statutory limits per accident.
- Must be a licensed contractor to work in the public right-of-way

## **Site Plan Submittal**

An accurate and legible site plan must be submitted as part of each *Parklet* or *Pedlet* application. All applicable information must be checked to ensure the site plan is accurate. The site plan scale needs to be 1:20 or 1:40 on an 8.5 X 11 sheet of paper or larger.

### **Property Information:**

- Property address
- Parcel number
- North arrow

### **Parklet-Pedlet Location:**

- Indicate where proposed
- Indicate all streets and cross streets
- Indicate any known easements

### **Parklet-Pedlet Information:**

- Indicate all proposed structures
- Indicate structure dimensions
- Indicate height of structures

### **Encroachment Information:**

- Indicate distance from primary structure
- Indicate portion of right-of-way to be used
- Indicate area of street to be used

### **Utility Information:**

- Water meter location
- Power/light poles
- Sewer/storm drains

### **Access Information:**

- Indicate ADA access
- Indicate pedestrian travel
- Indicate ADA amenities

### **Site Information:**

- Indicate all fences/walls
- Indicate drainage path